

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **LB0606746**

Date Posted: **07/02/12**

POSITION NO: **241428**

Closing Date: **OUF**

CLASS CODE: **2146**

POSITION TITLE: **Attorney**

DEPARTMENT NAME: **Office of Navajo Nation Human Rights Commission**

DEPARTMENT NO: **60**

WORKSITE LOCATION: **Window Rock, Navajo Nation (AZ)**

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: **S68A**

Days: **M-F**

Permanent: **x**

SALARY:

Hours: **8-5 When required,
after work hours.**

Temporary:

Duration:

\$ **61,505.60** Per Annum

Part-Time:

No. of Hrs/Wk: **40**

\$ **29.57** Per Hour

DUTIES AND RESPONSIBILITIES:

Provides legal advice and guidance to the Navajo Nation Human Rights Commission and its office involving areas of civil and human rights, including, but not limited to, employment, housing, cultural and intellectual properties, sacred sites, and race discrimination; researches and analyzes legal issues and advises accordingly; drafts legal briefs, Commission resolutions, and correspondence in representing the Navajo Human Rights Commission; pursues negotiations to settle written complaints.

Assists in the research of policy issues and writing public hearing reports; provides legal guidance to appropriate staff and Commissioners on ramifications pertaining to public hearing findings and conclusive statements; where appropriate provide legal citations to be incorporated in the reports.

Oversees Navajo citizen written complaints by managing the staffing and timely processing of complaints; researches and prepares correspondences on behalf of complaining parties; guides complaining parties regarding alternative dispute resolutions provided by appropriate agencies such as the Equal Employment Opportunity Commission and appropriate state civil rights offices.

QUALIFICATION REQUIREMENTS:

Education and Training:

Juris Doctorate; and

Experience:

Two (2) years professional experience as a licensed attorney.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Excellent public speaking skills and advanced writing skills mandatory. Knowledge of human rights as they relate to indigenous peoples; local, national and international human rights organizational experience and/or knowledge of local, state and federal human rights and civil rights laws; knowledge of the Navajo Nation statutory and fundamental laws; effective communication skills, skilled in research, interpreting and analyzing legal document; ability to forge effective working relationships with staff, Navajo and non-Navajo organizations.

Depending upon the need of the Nation, some incumbents of the class may be required to demonstrate fluency both in Navajo and English languages as a condition of employment.

License/Certification Requirements:

License to practice law in Arizona, New Mexico or Utah and in the Navajo Nation.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99